



APPLICATION FOR TENANCY

Before any application will be considered, each Applicant MUST complete the following:

1. **COMPLETED** Tenancy Application Form [All Pages]
(Please ensure you have signed the Applicants Declaration & Authority.)
2. You **MUST** provide the following documents (photocopies) together with your application:
 - If you have Previously Rented** - Current Rent Receipts or Rental Ledger.
 - If you are a Home Owner** – Council Rates & Water Rates as proof of ownership.
 - Photo Identification** – Drivers Licence &/or Passport (Visa is required for Australian non-residence)
 - Proof of Income** – Last 3 Pay Slips or Letter of Confirmation from your employer.
 - A current Utility account with your address** – e.g. Electricity, Gas, Telephone.
 - Written References** – A rental reference from your current Landlord/Agent.
 - Current Bank Statement** – Optional, if above documents cannot be provided.
3. **IMPORTANT INFORMATION - PLEASE NOTE:**
 - An application will not be processed until all the above documents are provided.
 - Any persons over 18 years who intend to reside at the premises will be required to complete an application and provide necessary documentation.
 - Our office does not accept transfers of bonds from other agents/landlords.
 - If a holding deposit of one week's rent is left we will hold the property in your favour until the application is either accepted or declined.
Should your application be declined you will receive your holding deposit back in full and all relevant documents pertaining to your application will be destroyed.

NOTE: WE DO NOT ACCEPT CASH, CREDIT CARD PAYMENTS OR PERSONAL CHEQUES

All Rent and Bond is to be paid prior to possession of property being handed over to the successful applicant.

- 2 Week's Rent in Advance**
 - *Electronic Funds Transfer, Bank Cheque made Payable to First National Five Dock Drummoyne, Bank Details given on Request.*
- Rental Bond [4 Weeks Rent – Unfurnished Premises]**
 - *Electronic Funds Transfer made Payable to First National Five Dock Drummoyne, Bank Details given on Request.*
 - *Rental Bonds Online (RBO) process. Details given once application is approved.*

Residential Tenancy Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

1. Agent Details



Address: Shop 5, 110 Great North Road
FIVE DOCK NSW 2046

Phone : 02 9712 3511

Fax: 02 9712 3522

Email: admin@firstnationalfdd.com.au

ID:

2. Property Details

Address _____

Suburb _____ Postcode _____

Electricity Meter No _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Number of other Applicants to Occupy the Property _____

Adults _____ Children _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No

Pension Type (if applicable) _____ No

Please provide contact details _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Work No _____

Current Address _____

Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Property Rental \$ _____ Per Week or \$ _____ Per Month

First Payment of rent in advance \$ _____

Rental Bond (1 Month Rent) \$ _____

Sub Total \$ _____

6. Utility Connection Services

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and First National may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: www.onthemove.com.au/legal-and-privacy. Standard connection fees may apply.

No, I will connect the required utilities of my own accord.



We guarantee that your electricity and gas will be connected on your agreed move-in date*.

*Terms and conditions apply.

Full details at onthemove.com.au/on-the-move-promise-terms-and-conditions

7. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).
NTD 1300 563 826 www.ntd.net.au.

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Unless I have otherwise indicated, I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my utility services.

I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that First National does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that First National, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signed _____

Date _____

Please note the following

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond.
4. Initial rental payments must be paid in cash to First National Five Dock.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

8. Applicant History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long did you live at your previous address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full? Yes No If No, please specify why:

9. Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

11. Centrelink Benefits

Type

\$ Per Week \$ Per Month

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income

Parents Address Overseas

13. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:

14. Personal Referees

1. Reference name

Occupation

Relationship Phone No

Notes

2. Reference name

Occupation

Relationship Phone No

Notes

15. Office Use Only

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: **Date** / /

16. How did you find out about this property? (Please Tick)

RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____